



NORTHWEST FIRE DISTRICT

Our Mission is to Save Lives, Protect Property, and Care for Our Community

PHONE: (520) 887-1010 FAX: (520) 887-1034 NorthwestFire.org



Fire District Governing Board Regular Meeting Minutes December 11, 2018

1. Call to Order/Roll Call/Affirmation of Quorum

Present: George Carter, Chairman
Bruce A. Kaplan, Vice Chair
David Talas, Board Member
Peg Green, Board Member
Becky Hicks, Board Member

2. Salute to the Flag of the United States of America

Chairman Carter led the Pledge of Allegiance to the flag.

3. Presentation of Service Awards

No awards were presented at this time.

4. Public Forum

No members of the public requested to speak at this time.

5. Consent Agenda

The Consent Agenda contains items which might require action by the Board, but which are generally routine items not requiring Board discussion. Usually, a single motion will approve all items on the Consent Agenda, including any resolutions. However, a Board Member may remove any item from the Consent Agenda, and that item will be discussed and voted upon separately.

Approval of Consent Agenda

MOVE TO APPROVE ITEMS A THROUGH F ON THE DECEMBER 11, 2018 CONSENT AGENDA AS PRESENTED

Motioned by Chairman George Carter, seconded by Vice Chair Bruce A. Kaplan

Vote: 5 - 0 - Unanimously

A. Approval of the Minutes of November 2018, Regular Governing Board Meeting

Motioned by Chairman George Carter, seconded by Board Member David Talas

Vote: 5 - 0 - Unanimously

B. Approval of the Independent Contractor Agreement with Wizard Education LLC and the Northwest Fire District for Ongoing Advanced Life Support Recertification Training for the region

Motioned by Chairman George Carter, seconded by Board Member David Talas

Vote: 5 - 0 - Unanimously

- C. Adoption of Resolution No. 2018-047 Ordering the Mathias and Lombardi Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is located at 6385 N Sunlit Bridge Place (Parcel 218-19-1130) and is North of Dove Mountain Blvd and West of Secret Springs Drive in Marana, Pima County, Arizona

Motioned by Chairman George Carter, seconded by Board Member David Talas

Vote: 5 - 0 - Unanimously

- D. Adoption of Resolution No. 2018-046 Ordering the Reuwsaat Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is located at 13645 W Sagebrush Road (Parcel 217-23-008Q) and is North of Marana Road and West of Wentz Road in Marana, Pima County, Arizona

Motioned by Chairman George Carter, seconded by Board Member David Talas

Vote: 5 - 0 - Unanimously

- E. Adoption of Resolution No. 2018-048 Approving the Intergovernmental Agreement Between Northwest Fire District (NWFD) and Rincon Valley Fire District (RVFD) for Fire Marshal, Fire Inspection, Fire Investigation, Code Consultation and Plan Review Services

Motioned by Chairman George Carter, seconded by Board Member David Talas

Vote: 5 - 0 - Unanimously

- F. Adoption of Resolution No. 2018-049 Ordering the Trapp Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is located at 3232 W Moore Road (Parcel 219-32-007J) and is North of Moore Road and East of Teal Blue Trail in Pima County, Arizona

Motioned by Chairman George Carter, seconded by Board Member David Talas

Vote: 5 - 0 - Unanimously

6. **Fire Chief's Report**

Reports are included in the packet; no further discussion took place.

- A. Fire Chief's Report
- B. Support Services Report
- C. Operational Services Report
- D. Human Resources Report
- E. Prevention and Safety Division Fire Marshal Report
- F. Community Affairs Report

7. **Financial Reports**

- A. Dave Gephart, Finance Director, stated monthly reports are included in the packet. The reports cover the period through October 2018. He notes that we are four (4) months into the Fiscal Year, the budget to actuals and percentage left is about 66 and 2/3% left. Mr. Gephart states we are ahead in our property tax collection for the month of October, about 45%. All of the District's fund balances are positive, and the District's financial condition is strong.

MOVE TO APPROVE THE DISTRICT'S MONTHLY DISBURSEMENTS REPORT AS PRESENTED

Motioned by Chairman George Carter, seconded by Vice Chair Bruce A. Kaplan

Vote: 5 - 0 - Unanimously

8. Business

A. Discussion, Presentation and Possible Action Approving the Comprehensive Annual Financial Report (CAFR) Comprising the District Audited Financial Statements for the Fiscal Year Ended June 30, 2018; Discussion May Include the Audit Process and All Aspects of the Financial Status of the District

Dave Gephart, Finance Director, introduced Brian Hemmerle from Henry and Horne. Mr. Gephart notes that the 2018 CAFR contains an audit section and an OPEB (Other Post Employment Benefits) disclosures specific to our PSPRS plan.

Brain Hemmerle, Henry and Horne, states that the audit report can be found on pgs.13-15 and the District received a clean and unmodified opinion.

He notes that two reports are found at the end of the CAFR:

- Compliance Laws Audit
- Single Audit Report, pg. 129

Mr. Hemmerle is available to answer any questions.

George Carter thanked the Henry and Horne staff and Mr. Gephart's staff. He stated, a job well done.

MOVE TO APPROVE THE COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2018.

Motioned by Board Member Becky Hicks,

Vote: 5 - 0 - Unanimously

B. Public Hearing Related to Possible Adoption of the 2018 International Fire Code; Review of the Proposed Fire Code Update and Amendments

Don Garcia, Fire Marshall, stated that on November 19th the Proposed Fire Code Update and Amendments have been placed on our District website. He noted that they worked with the Town of Marana and Southern Arizona Fire Marshall Association to try to align our selves with regional districts.

Trina Motto, Community Affairs Manager is available for questions.

Don Garcia addressed questions from the Board.

Discussion followed

MOVE TO "OPEN" THE PUBLIC HEARING AT 6:20 P.M.

Motioned by Chairman George Carter, seconded by Board Member Peg Green

Vote: 5 - 0 - Unanimously

MOVE TO "CLOSE" THE PUBLIC HEARING AT 6:21 P.M.

Motioned by Chairman George Carter, seconded by Vice Chair Bruce A. Kaplan

Vote: 5 - 0 - Unanimously

C. **Holiday policy is to recognizedDiscussion and Possible Action Approving Revised Personnel Policies: Sections 11.13, Holidays, 15.8 Grants, 16.1 Procurement, and New Section 15.12.1 Reimbursements, to be Effective Immediately**

Lisa McCoy, HR Management Assistant, states that there are four policies for the Board to look at, three revisions and one new. She notes:

- Holiday Policy recognizes Columbus Day on the day after Thanksgiving.
- Grants Policy added a recommendation of a 15,000 minimum on limits for establishing State and Federal Grants.
- Property Policy added an invitation for Bid.
- Reimbursement Policy, personnel will provide receipts to for reimbursement.

Dave Gephart addressed questions from the Board.
Discussion followed

APPROVE REVISED PERSONNEL POLICIES, SECTIONS 11.13 HOLIDAYS,15.8 GRANTS, 16.1 PROCUREMENT, AND NEW SECTION 15.12.1 REIMBURSEMENTS, TO BE EFFECTIVE IMMEDIATELY.

Motioned by Board Member Becky Hicks,

Vote: 5 - 0 - Unanimously

D. **Discussion and Possible Action Approving the Election of Northwest Fire District Governing Board Officers: Chairman, Vice-Chairman, and Board Clerk for the Upcoming Two-Year Term**

Board Chairman, George Carter, facilitated the election based on the procedures found within the District's Bylaws. Board Secretary, Amy Allen, was present to assist him with the process. The procedures are included in the packet.

George Carter and Bruce Kaplan were nominated for Board Chairman. Bruce Kaplan received a second by Peg Green. George Carter received a second by Dave Talas. Per the Bylaws, a drawing had to take place. In the drawing, George Carter received two nays and three ayes, majority vote. Motion passes.

Vote: 3 - 2

NAY: Vice Chair Bruce A. Kaplan
Board Member David Talas

Discussion and Possible Action Approving the Election of Northwest Fire District Governing Board Officers: Chairman, Vice-Chairman, and Board Clerk for the Upcoming Two-Year Term

Board Chairman, George Carter, facilitated the election based on the procedures found within the District's Bylaws. Board Secretary, Amy Allen, was present to assist him with the process. The procedures are included in the packet.

Becky Hicks, Bruce Kaplan, and Peg Green were nominated for Board Vice Chair. Peg Green respectfully declined the position, no Second. Becky Hicks did not receive a second. Bruce Kaplan received a second from Dave Talas. George Carter called a vote for Bruce Kaplan as Vice Chairman, approved unanimously with five ayes, Motion passes.

Vote: 5 - 0 - Unanimously

Discussion and Possible Action Approving the Election of Northwest Fire District Governing Board Officers: Chairman, Vice-Chairman, and Board Clerk for the Upcoming Two-Year Term

Board Chairman, George Carter, facilitated the election based off of the procedures found within the District's Bylaws. Board Secretary, Amy Allen, was present to assist him with the process. The procedures are included in the packet.

Becky Hicks was nominated as Board Clerk and received a second from Peg Green. George Carter called a vote for Becky Hicks as Board Clerk, approved unanimously with five ayes, Motion passes.

Vote: 5 - 0 - Unanimously

E. Discussion and Possible Action Appointing a Member of the Governing Board to serve as Northwest Fire District Public Safety Personnel Retirement System (PSPRS) Local Pension Board Chair, Effective December 11, 2018.

George Carter made the following motion, seconded by Peg Green and approved unanimously with five ayes:

MOVE TO APPOINT BRUCE KAPLAN TO SERVE AS NORTHWEST FIRE DISTRICT LOCAL PENSION BOARD CHAIR, EFFECTIVE DECEMBER 11, 2018.

Motioned by Chairman George Carter, seconded by Board Member Peg Green

Vote: 5 - 0 - Unanimously

F. The executive session began at 7:08 p.m. The following persons are asked to join the Board in executive session: Fire Chief Norman K. Bradley III and Thomas Benavidez.

MOVE TO ENTER INTO EXECUTIVE SESSION FOR DISCUSSION OF A SEMI-ANNUAL PERFORMANCE EVALUATION OF THE FIRE CHIEF, NORMAN K. BRADLEY

Motioned by Chairman George Carter, seconded by Board Member Becky Hicks

Vote: 5 - 0 - Unanimously

MOVE TO CLOSE THE EXECUTIVE SESSION AT 8:04 P.M.

Motioned by Chairman George Carter, seconded by Board Member David Talas

Vote: 5 - 0 - Unanimously

G. Report on Semi-Annual Performance Evaluation of the Fire Chief, Norman K. Bradley III after Executive Session

Nothing to report.

9. Future Agenda Items

None

10. Adjournment

MOVE TO ADJOURN THE MEETING AT 8:05 P.M.

Motioned by Chairman George Carter, seconded by Board Member Becky Hicks

Vote: 5 - 0 - Unanimously

Becky Hicks
Board Clerk

Two Board Briefing Books containing material related to the Board Meeting are available for public review the day before and the day of the Board Meeting during office hours at the Administration/Prevention and Safety Office located at 5225 W. Massingale Road, Tucson, Arizona 85743 – (520) 887-1010. The two Board Briefing Books are also available for public review at the Board Meetings.

The Northwest Fire District Board may vote to go into Executive Session on any agenda item pursuant to ARS §38-431.03 (A)(3) for discussion and consultation for legal advice with the Fire District Attorney on the matter(s) as set forth in the agenda item. Pursuant to Board Policy, from time to time, it might be necessary for a Board Member to attend a Board meeting via speakerphone.

The Northwest Fire District Training Facility is accessible to persons with disabilities. In compliance with the Americans with Disabilities Act (ADA), those persons with special needs, such as large-type face print or other reasonable accommodations, may request those through Amy Allen, by calling 887- 1010, ext. 2905, before the meeting.

Posted 01/28/19